

DISASTER ALERT



FLOOD ASSISTANCE JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: FA97-05

Date: January 24, 1997

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TO: FLOOD ASSISTANCE PROJECT
SERVICE DELIVERY AREA ADMINISTRATORS
CALIFORNIA CONSERVATION CORPS
LA COOPERATIVA CAMPENSIA DE CALIFORNIA
NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL

SUBJECT: REPORTING INSTRUCTIONS FOR TEMPORARY JOB
PARTICIPANTS IN THE FLOOD ASSISTANCE PROJECT 1997

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INFORMATION

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This alert transmits the special reporting instructions for participants in the 1997 Flood Assistance Projects. It applies to all participants placed in temporary jobs in the 1997 Flood Assistance Projects.

Background:

The State has received special instructions from the Department of Labor (DOL) for participants in the Flood Assistance Projects. Participants placed in temporary jobs are to be considered as receiving a retraining service. The special coding will allow the DOL to extract information about temporary job participants in these projects when the Standardized Program Information Report is submitted.

Policy and Procedures for Service Delivery Areas (SDA) using the Job Training Automation (JTA):

Temporary Job Reporting:

The DOL requests that all participants placed in temporary jobs should have the hours spent in temporary jobs be recorded as received **Other Employment Skills Training** (i.e., activity codes M, N, P or Q).

Record the total hours the participant spent in a temporary job on the JTPA Status Change form, Item 11, Other Employment Skills Training, in the JTPA and Other hours field. Record whether or not the participant completed the temporary job assignment on the Completed (Yes or No) field even though these are Title II only reporting items. An example is provided in Attachment A.

Follow-Up Reporting:

The DOL also has instructed us that post program follow-up is required for temporary job participants upon their termination from the project regardless of whether or not they are transferred to another funding source to receive additional training. Effective immediately, all temporary job participants should be submitted for post program follow-up when they are terminated or transferred from the project.

Grant Tracking:

Grant code 713 has been assigned to track 1997 flood assistance project participants and expenditures.

Policy and Procedures for SDAs Not Using JTA:

Make local modifications as necessary to conform to temporary job reporting, follow-up reporting and grant tracking as outlined above.

Please refer any questions regarding this matter to Luis Hermosillo at (916) 654-5416 or Laine Hendra-Aldrich at (916) 654-5595. If you have JTA questions, contact the JTA Help Desk at (916) 653-0202.

\\S\ JIM CURTIS, Manager
Program Management Section

Attachments are not available online. To obtain a copy e-mail JTPD at **JTPDLIB@EDD.CA.GOV** (Subject line should read "Attachment") or contact Jim Scholl at (916) 657-4610.

1. JTPA Status Change, Termination of Active Enrollment [JTA 3 ESF (1-95)]